



Department of Administration / Division of Purchases
One Capitol Hill, Providence, Rhode Island 02908-5855
Tel: (401) 222-2142 Fax: (401) 222-6387
Web Site: www.purchasing.ri.gov

7 May 04

Addendum # 1

LOI # B03733: Computer Technical Support Services (MPA # 230)

Submission Deadline: 24 May 04 @ 3:00 PM (EDT)

- Three pages of vendor questions / State responses are released for review.
- Addendum # 2, containing additional vendor questions, will be released as soon as the information becomes available. Please monitor this web site to obtain the latest information regarding this solicitation.
- No further e-mailed questions will be entertained.
- The pre-proposal conference is scheduled for 11 May 04 @ 9:00 AM at Rhode Island College (Roberts Hall Auditorium) 600 Mt. Pleasant Avenue. Providence. Interested parties may ask questions at that time.

Jerome D. Moynihan, C.P.M., CPPO
Administrator of Purchasing Systems

Vendor A:

Section 3, Additional Terms and Conditions (p. 3)

Please clarify what is meant by the statement in the second bullet that, "All engagements will be for named individuals only."

When the state creates purchase order releases to any MPA 230 approved vendor for individual engagements, those engagements will be for named individuals. If the vendor cannot deliver the named individual (or if that individual leaves prior to completion of the work), the purchase order may be canceled by the State .

Section 4, Proposal Submission - Technical Responses (p. 5)

Please confirm our understanding that providing representative resumes that illustrate the types and skill levels of available staff is sufficient to meet the requirement for sample resumes in item 3.

Confirmed.

Are vendors required to submit sample resumes for each individual role (up to 37) or by category in which they want to provide services (e.g., Application Delivery and Support)?

By category will be sufficient.

Section 4, Proposal Submission - Technical Responses (p. 5)

Item 2 in the list of requirements asks for a list of engagements and references to demonstrate the vendor's capacity to deliver services. We have an extensive client list that includes 35 states, numerous federal agencies, and a wide range of commercial and international clients. How many references are required for this proposal?

Responses should include a minimum of 3 references, however vendors should feel free to submit a package representing a more comprehensive list of references and experience.

Section 4, Proposal Submission - Cost Proposals (p. 5)

Our understanding of the proposal submission requirements is that we must submit the following:

Technical Proposal - 1 printed original and 5 printed copies

Cost Proposal - 1 signed, printed copy of the completed Electronic Bid Forms and one copy on CD

Is this correct?

Technical proposal must include 1 printed original plus 5 printed copies as stated, however vendors should feel free, but are not required, to also submit electronic copies of their technical proposals.

Cost proposals must have 1 original signed, plus 5 printed copies, plus one electronic copy on CDROM.

Section 5, Evaluation and Selection (p. 5)

Does the State have a limit for the maximum number of vendors to be selected?

No

Appendix II, Policies and Procedures Relating to the Management of the Master Price Agreement - Process (p. 8)

This section requires that in the event of unplanned turnover, the vendor must reimburse the State one week's cost for each month of completed work as compensation for the time required to bring a new consultant up to speed. If multiple consultants are assigned to the same project, are we correct in assuming that the one week's cost is the hourly rate of the consultant who leaves the project, not the total cost of that vendor's assigned project staff?

Yes, that is correct. Cost reimbursement for unplanned turnover will be associated only to the individual who turned over.

Unplanned turnover is sometimes due to circumstances beyond a vendor's control, such as a serious accident or medical emergency. Additionally, other vendor staff assigned to the project may be well-prepared to assume new or additional responsibilities, resulting in minimal impact to the State's. Will the State agree to negotiate reimbursement for unplanned turnover on a case-by-case basis?

Yes, the state reserves the right to negotiate reimbursement for unplanned turnover on a case-by-case basis. However, vendor should not assume that just because they have a resource they feel could fill the vacated position, the state will necessarily contract with that vendor for replacement staff. All engagements will be for named individuals and, in the event of unplanned turnover, the state reserves the right to select replacement staff based upon the same selection process established for all engagements under MPA 230.

Appendix II, Policies and Procedures Relating to the Management of the Master Price Agreement - Process (p. 9)
For hourly engagements, what is the standard number of work hours in a month?

Standard hours for state employees will vary depending upon classification, position, shift, and titles. Employees and contractors typically work between 32 and 40 hours per week, however there is no standard number of work hours per week which may be engaged under this MPA. Hours and schedule will be negotiated on a case-by-case basis, depending upon project need.

Vendor B:

Please clarify the opening date/time of this LOE. On the RIVIP Generated Bidder Certification Cover Form, it is listed as 5/11/2004 at 3pm. On page 1 of the LOI document, the opening date/time is listed as 5/24/2004 at 3pm.

The bid opening date is May 24, 2004 at 3:00pm.

The error was a typo and has been corrected on the website.

If there is a pre-bid/proposal conference on May 11th, could you please clarify the time?

As stated in the solicitation, the time is 9:00 AM

We understand that one original and 5 copies of our response are requested (page 4). How many CDs should we include as part of the cost proposal? Should we include one original and 5 copies of the signed completed spreadsheet as part of the cost proposal?

One copy of the electronic bid form on CDROM will be sufficient.

Yes, vendors should include one original and 5 copies of the signed completed spreadsheet as part of the cost proposal.

Vendor C:

Question 1:

Reference: Page 5 of Bid document "3. A description of the offeror's capability and capacity to deliver services, including sample resumes of staff who will be assigned to the State."

Does state require submission of sample resumes for every single category stated on pages 12 to 18?

See response to Vendor A questions. Vendor should submit sample résumé's for each category of services vendor would like to be considered for.

Question 2:

Reference: Page 5 of Bid document "4. Information sufficient to demonstrate financial responsibility, which may include the most recent 2 years financial statements, tax returns, certificate(s) of insurance, or other financial references."

We are a privately held company and do not usually share financial information. Would a Dun & Bradstreet report, bank references and certificate of insurance sufficient to demonstrate financial capability?

Yes, however state reserves the right to require additional information (financial statement) when considering individual engagements.

END